

ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602)542-1539 FAX (602)542-1598
Web Site: www.appraisal.state.az.us

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR
COURSE APPROVAL**

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments, your Application will be considered incomplete and will delay the course approval.

FEES:

INITIAL COURSE APPROVAL

\$400.00 Qualifying Education
\$200.00 Continuing Education

RENEWAL OF COURSE APPROVAL

\$100.00 Qualifying AND Continuing Education
\$50.00 Change of Approved Instructor(s) With No Other Changes

Make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send cash, personal check or business check. Cash will be accepted in exact amount if presented in person at the Board office.

ADDITIONAL DOCUMENTATION: Submit:

1. The course timed outline.
2. The text or other written materials.
3. Application and resume for each instructor who will be teaching the course.
4. Application for School And/Or Course Supplier if the course supplier does not currently have a course approved by the Board.
5. Topic Matrix. **Required for qualifying education courses only.** Complete and submit only the page(s) that are applicable to the course.
6. **FOR COURSE APPROVAL APPLICATIONS TO CHANGE APPROVED INSTRUCTOR(S) WITH NO OTHER CHANGES.** Submit only the Application for Course Approval and an Application for Instructor for each new instructor who will be teaching the course.

ADDITIONAL INFORMATION:

1. Qualifying education courses must be at least fifteen (15) contact hours with an exam for licensing or certification. Continuing education must be at least three (3) contact hours.
2. All courses approved for qualifying education are also approved for continuing education, EXCEPT THE 15-HOUR NATIONAL USPAP COURSE, WHICH WILL NOT BE APPROVED FOR CONTINUING EDUCATION.
3. The 15-hour National USPAP Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.

4. The 7-hour National USPAP Update Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.
5. The American Council on Education through its ACE/Credit Program IS NOT an approved entity for review of distance learning education course mechanisms.
6. Course supplier must maintain a record of attendance for a minimum of five years which indicates:
 - (a) Name of participant
 - (b) Hours the participant attended the course/seminar
 - (c) Title and description of the course/seminar attended

These records may be inspected by the Board or its representative.

7. Classes may be monitored at any time by the executive director or the executive director's representative. No fee may be charged to anyone acting in this capacity.
8. A course may be instructed by only the Board-approved instructor(s) for the course.

FOR USE FOR ALL APPLICATIONS RECEIVED IN THE BOARD OFFICE ON OR AFTER 3/8/08

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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

APPLICATION FOR COURSE APPROVAL

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments, your Application will be considered incomplete and will delay the course approval.

____ INITIAL COURSE APPROVAL

____ \$400 FEE FOR QUALIFYING EDUCATION COURSE REVIEW

____ \$200 FEE FOR CONTINUING EDUCATION COURSE REVIEW

____ RENEWAL OF COURSE APPROVAL

____ \$100 FEE FOR APPROVED COURSE

____ \$50 FEE TO CHANGE INSTRUCTOR(S) FOR APPROVED COURSE (WITH NO OTHER CHANGES)

Make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal checks or business checks. Cash in the exact amount will be accepted if paid in person as the Board office. **Fees are nonrefundable.**

1. Name of Applicant _____

2. Mailing Address _____
(Number) (Street)

(City) (County) (State) (Zip)

3 Contact Person _____ Phone _____

4. Fax _____ Website _____

E-mail _____

5. Name of Administrator _____ Phone _____

6. Course Title & Number _____

7. Number of Hours _____ Number of Exam Hours _____

8 Name of Each Instructor:

a. New: _____

b. Currently Approved to Instruct this Course: _____

c. Currently Approved to Instruct this Course and Will No Longer Teach this Course: _____

IF APPLICATION IS BEING SUBMITTED TO CHANGE INSTRUCTOR ONLY, SKIP QUESTIONS 9-14 BELOW AND SUBMIT APPLICATION FOR COURSE INSTRUCTOR FOR EACH NEW INSTRUCTOR.

9. Location of Offering _____

10. Course approved through the AQB Course Approval Program? _____ Yes (if yes, attach proof) _____ No

11. Method of Presentation: _____ Traditional Classroom _____ Correspondence _____ Internet
_____ Videotape _____ Remote TV _____ Computer

12. If offered by distance education, attach proof of approval of the course design and delivery mechanism from one of the following sources:

_____ The Appraiser Qualifications Board (AQB).

_____ The International Distance Education Certification Center (IDECC).

_____ An accredited college, community college, or university that offers distance education programs in other disciplines and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for distance education courses.

_____ A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporates interactivity.

13. Ownership of Course Materials: _____ Yes _____ No (If no, list owner and contact information)

Owner: _____

14. Submit outline **AND** text or other written materials **AND, if qualifying course,** topic matrix. **These are required.**

I declare that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Signature

Title

Date

TOPIC MATRIX

Required for:

ALL Qualifying Education Course Submissions (Initial and Renewal)

COMPLETE AND SUBMIT ONLY THE APPLICABLE PAGE(S) WITH APPLICATION.

NOTE: Subtopics listed under each core education requirement are not mandatory for meeting the Required Core Curriculum.

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
BASIC APPRAISAL PRINCIPLES			
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description			
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases			
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical			
Types of Value Market Value Other Value Types			
Economic Principles Classical Economic Principles Application and Illustrations of the Economic Principles			
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Ethics and How They Apply in Appraisal Theory and Practice			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
BASIC APPRAISAL PROCEDURES			
Overview of Approaches to Value			
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinions Communicating the Appraisal			
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements–Architectural Styles and Types of Construction			
Residential Applications			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT			
Preamble and Ethics			
Standard 1			
Standard 2			
Standards 3 to 10			
Statements and Advisory Opinions			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE			
Residential Market and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH			
Site Valuation Methods Case Studies			
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
RESIDENTIAL SALES COMPARISON AND INCOME APPROACH			
Valuation Principles & Procedures–Sales Comparison Approach			
Valuation Principles & Procedures–Income Approach			
Finance and Cash Equivalency			
Financial Calculator Introduction			
Identification, Derivation and Measurement of Adjustments			
Gross Rent Multipliers			
Partial Interests			
Reconciliation			
Case Studies and Applications			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
RESIDENTIAL REPORT WRITING AND CASE STUDIES			
Writing and Reasoning Skills			
Common Writing Problems			
Form Reports			
Report Options and USPAP Compliance			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
STATISTICS, MODELING AND FINANCE			
Statistics			
Valuation Models (AVMs and Mass Appraisal)			
Real Estate Finance			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES			
Complex Property, Ownership and Market Conditions			
Deriving and Supporting Adjustments			
Residential Market Analysis			
Advanced Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE			
Real Estate Market Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
GENERAL APPRAISER SALES COMPARISON APPROACH			
Value Principles			
Procedures			
Identification and Measurement Adjustments			
Reconciliation			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
GENERAL APPRAISER SITE VALUATION AND COST APPROACH			
Site Valuation Methods Case Studies			
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
GENERAL APPRAISER INCOME APPROACH			
Overview			
Compound Interest			
Lease Analysis			
Income Analysis			
Vacancy and Collection Loss			
Estimating Operating Expenses and Reserves			
Reconstructed Income and Expense Statement			
Stabilized Net Operating Income Estimate			
Direct Capitalization			
Discounted Cash Flow			
Yield Capitalization			
Partial Interest			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES			
Writing and Reasoning Skills			
Common Writing Problems			
Report Options and USPAP Compliance			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
APPRAISAL SUBJECT MATTER ELECTIVE			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			